



**Zoom Email and Exhibit List**

(Please provide us with a full case caption)

Case Caption:
Date:

**Zoom Email Invite List**

**(Please identify P – Plaintiff, D- Defendant and W-Witness)**

Name:	Email Address:	Party:

**Exhibits**

*Exhibits need to be sent via email at [production@tate-tate.com](mailto:production@tate-tate.com)*

1. Exhibits must be received by 3:00 p.m. the day before the deposition.
2. Identify the exhibits with the proper ID prior to sending to us.
3. For exhibit files that are large – please call the office at 856-983-8484
4. Provide electronic versions of the exhibits in PDF format only.
5. For depositions that have a large amount of exhibits, please consider adding a document technician to your deposition.